

WHY WORK FOR WALLBRIDGE?

We are an equal opportunity employer committed to building an exceptional company by fostering a stimulating, engaging, and inclusive workplace where all employees can thrive. We share our vision and values to inspire our team and support our continued growth and success.

Joining our team provides you with the opportunity to join a dynamic exploration company with a multi-million-ounce gold resource base and a robust project pipeline. Our projects span from a PEA-stage development project advancing toward a PFS, a high-potential resource growth asset, and a large, under-explored regional land position located directly along trend from Canada's largest producing gold mine.

Position:	Site Operations Administrator
Location:	Fenelon Project, NW Quebec
Department:	Site
Schedule:	4/3
Reports to:	Site Operations Manager
Employment Type:	Full-time
AI Disclosure:	Artificial intelligence-assisted technology is not used to screen and assess applications.
How to Apply:	In order to apply please send your resume to jobs@wallbridgeminig.com

POSITION SUMMARY:

The Site Operations Administrator provides administrative and operational support to the site operations team while serving as a key liaison between the site and corporate office functions. Reporting directly to the Site Operations Manager, with a dotted-line reporting relationship to Finance, the Site Operations Administrator plays a key role in supporting daily site operations by assisting with travel, accommodations, supplies, employee onboarding, and administrative processes, while maintaining accurate records and assisting communication between departments.

KEY DUTIES AND RESPONSIBILITIES:

Site Administration

- Provide administrative support to site operations team
- Maintain site records, files, reports, forms, and administrative documentation.
- Prepare and distribute site correspondence, reports, meeting minutes and operational communications.
- Ensure employee, contractor, and visitor records are complete and up to date.
- Support document control and record retention processes.

Logistics

- Assist with coordinating employees, contractors, visitors, materials, and supplies to and from site.

- Schedule transportation between Amos and designated pickup points.
- Coordinate hotel reservations, and related logistics for employees, contractors, and visitors.
- Maintain arrival and departure schedules for site personnel.

Reception, Orientation & Onboarding Support

- Ensure all required documentation, forms, certifications, and approvals are received and properly filed prior to site access.
- Support the issuance and tracking of site access requirements and visitor registrations.

Finance & Payroll Support

- Review and process contractor timesheets and supporting documentation.
- Assist with payroll-related documentation and timekeeping administration.
- Prepare and submit approved documentation to Finance for processing.
- Set-up vendor accounts

Receiving & Inventory Support

- Coordinate receiving activities for materials, equipment, supplies, and consumables arriving at site.
- Verify deliveries against packing slips and purchase orders.
- Maintain receiving logs and supporting documentation.
- Assist with the tracking and distribution of site supplies and inventory.

Camp Administration Support

- Support camp operations by coordinating accommodations, room assignments, catering requirements, and visitor logistics.
- Maintain camp occupancy records and personnel tracking systems.

Health, Safety & Compliance

- Promote safe work practices and a positive workplace culture.
- Ensure all administrative activities are conducted in accordance with Company policies, procedures, and site requirements.
- Maintain confidential personnel and business information.
- Participate in required safety meetings, training programs, and site activities.

WHAT YOU BRING TO WALLBRIDGE:

- Minimum 2-3 years of administrative or clerical experience, preferably in mining, exploration, industrial, construction, or remote-site environments.
- Experience coordinating logistics, travel, and accommodations
- Experience supporting multiple departments in a fast-paced operational environment.
- Previous camp, mine site, or remote location experience considered a strong asset.

REQUIRED SKILLS AND ABILITIES:

- Excellent organizational and time management skills.
- Strong attention to detail and accuracy.
- Excellent interpersonal and customer service skills.
- Strong verbal and written communication skills.
- Proficiency with Microsoft Office Suite, including Excel, Outlook, Word, and Teams.
- Ability to handle confidential information with discretion and professionalism.
- Strong problem-solving skills and ability to adapt in a dynamic operational environment.

EDUCATION AND PROFESSIONAL CREDENTIALS:

- Diploma or certificate in Business Administration, Office Administration, Accounting, Logistics, or a related field preferred.
- Valid driver's license required.
- Bilingualism (English and French) would be an asset

WE OFFER OUR EMPLOYEES:

- Collaboration with experts in the mining field;
- Opportunities for growth within the company;
- Excellent company-paid benefits.

If you are looking to join an organization that is committed to the health and safety of its employees, values its human capital above all other resources, and continuously improves the way it conducts its business, then this position is for you.

Benefits:

- Dental care
- Disability insurance
- Employee assistance program
- Extended health care
- Life insurance
- On-site gym
- Paid time off
- Vision care
- VRSP
- Competitive compensation and benefits package
- Professional development and career growth opportunities

We are dedicated to maintaining a respectful, diverse, and accessible workplace and welcome applications from all qualified candidates. Accommodations are available upon request throughout the recruitment process in accordance with applicable legislation.



We do not require Canadian work experience except where required by law or professional licensing requirements. Language requirements, where specified, are based on the bona fide requirements of the position. We value every applicant's interest in joining our team. Candidates selected for an interview will be informed of the outcome of the recruitment process within 45 days of their final interview.